



Job Vacancy Announcement

Date Posted: September 23, 2022

Position Title: Business Development Officer

Reports to: Director of Economic & Community Development Agency

Dept/CC: Economic & Community Development Agency (ECDA)

Position Purpose:

Provides professional level support to the Director of ECDA through economic development and redevelopment planning, marketing and research work in implementing the City's strategic plan. General responsibilities include coordinating and implementing projects and programs that support commercial, office and industrial development; business expansion; business preservation; development of public facilities and infrastructure; small business development initiatives or other capital improvement programs or projects.

Essential Functions

- Coordinates the City's business development, and expansion efforts and marketing and media communications.
- Coordinates projects and marketing strategies by working with city staff and community leaders to determine needs and develop business preservation and expansion solutions through strategic analysis.
- Represents the City as a liaison for the department, reporting to and/or presenting to the community groups, and serving on various committees.
- Conducts research to identify emerging needs, trends, and services and compiles and analyses data.
- Conducts business preservation visits, compiles and logs all relevant data, and reports annually on trends to assist in business support and entrepreneurial engagement.
- Assists in site analysis by preparing information packets, working with developers, realtors and property-owners, researching properties and businesses, and participating in facilitation of prospect tours.
- Prepares proposals to clients and responds to inquiries/requests for information.
- Assists in developing, utilizing and monitoring program budget.
- Identifies funding sources for programs; participates in writing and administering grants.

Qualifications

- Bachelor's Degree from an accredited college or university with major course work in urban planning, economic development, public or business administration, finance, or a related field
- Three (3) or more years' experience in economic development or related field
- Membership and participation in related professional organizations
- Designation or education in pursuit of certificate as a Certified Economic Developer (CED) are desirable

HOW TO APPLY: Please apply online by visiting the website at: www.citykankakee-il.gov.

Application deadline **October 14, 2022, 5:00 PM**. EOE.